



## General Information Memorandum

Re: Permits

Issue Date: February 10, 2010

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### A PERMIT CAN BE ISSUED TO THE FOLLOWING:

#### PROPERTY OWNER:

"Owner" is defined by Columbus City Code Section 4101.15 as: ...'the owner of record as shown on the current tax list of the county auditor; the mortgage holder of record, if any, as shown in the mortgage records of the county recorder; and any purchaser under a land contract. "Owner" also means any person who has a freehold or lesser estate in the premises; a mortgagee or vendee in possession; or any person who has charge, care or control of the premises as agent, executor, administrator, assignee, receiver, trustee, guardian or lessee (tenant). (Ord. 1692-98 § 3.)

**IN NO CASE CAN A BUILDING PERMIT BE ISSUED TO SOMEONE WITH A 'POWER OF ATTORNEY' (POA) -- except as noted below for a MEP trade permit for a single family dwelling unit.**

#### GENERAL CONSTRUCTION - BUILDING PERMIT- FOR 1, 2 and 3 FAMILY DWELLING

- To the home owner who is **performing** the work themselves (homeowner is not required to reside on premises).
- To a licensed Home Improvement Contractor.
- To a home owner who is contracting the work, i.e., overseeing that the work is properly accomplished under the owner's direct supervision - Home owner assumes all responsibility for the work. Homeowner shall complete and sign an affidavit attesting that contracted work shall be completed by licensed/registered contractors.
- To the General Contractor who built the dwelling

#### GENERAL CONSTRUCTION - BUILDING PERMIT- SINGLE CONDOMINIUM UNIT (as part of a 4+ dwelling unit building)

- To a registered General Contractor
- To the condominium owner who is performing the work **or** overseeing that the work is properly accomplished under the owner's direct supervision - **Owner** assumes all responsibility for the work. Owner shall complete and sign an affidavit attesting that contracted work shall be completed by licensed/registered contractors.
- To a Home Improvement Contractor or Home Improvement Contractor Limited for their specific trade of specialty

#### GENERAL CONSTRUCTION - BUILDING PERMIT- MULTI-FAMILY (4+ dwelling units) AND COMMERCIAL

- To a registered General Contractor
- To the building owner who is performing the work themselves (owner is not required to reside on premises)
- To a building owner who is contracting the work, i.e., overseeing that the work is properly accomplished under the owner's direct supervision.
- **Owner assumes all responsibility for the work.** Owner shall complete and sign an affidavit attesting that contracted work shall be completed by licensed/registered contractors.

#### MEP TRADE PERMITS (4+ dwelling units) AND COMMERCIAL

- To a licensed Ohio Construction Industry Licensing Board (OCILB) contractor registered with the City.

### IN NO CASE CAN MEP PERMITS BE ISSUED TO A GENERAL CONTRACTOR OR BUILDING OWNER

**Exception: for the installation of a prefabricated fireplace or solid-fuel burning appliance, permit may be obtained by a licensed Home Improvement Contractor.**

## **MEP TRADE PERMITS - FOR A SINGLE FAMILY DWELLING – ALTERATION OR EXTENTIONS OF EXISTING SYSTEMS ONLY**

- To a licensed OCILB contractor registered with the City.
- To the holder of a '**Power of Attorney**', either presently living or intending to live in the dwelling unit, **as authorized by the owner**. The POA must perform the work themselves (homeowner is not required to reside on premises).
- To the home owner who is **performing** the work themselves (home owner is required to reside on premises).
- To a licensed Home Improvement Contractor for the installation of a prefabricated fireplace or a solid-fuel burning appliance.

## **FIRE ALARM AND FIRE PROTECTION PERMITS**

- To a licensed Fire Alarm or Fire Protection contractor registered with the City.

## **MEDICAL GAS PERMITS**

- To a licensed OCILB Plumbing contractor registered with the City.

## **DEMOLITION PERMITS**

- To a registered Demolition contractor with the proper application and notarized statement from the property owner that the contractor is the agent for the owner for the demolition work.
- To the owner **who is performing the work themselves or** overseeing that the work is properly accomplished under the owner's direct supervision, for the demolition of a detached uninhabited single story accessory structure only, e.g., garage or shed. (Owner is not required to reside on the premises.) Owner assumes all responsibility for the work. Owner shall complete and sign an affidavit attesting that contracted work shall be completed by licensed/registered contractors.

## **EXPIRED PERMITS**

- To a contractor licensed/registered with the City for the specific trade for which the work is to be performed.
- The owner of the building having an expired permit (including any trade permit) when it has been identified that only a final inspection is required to close-out the permit.

## **TENT or PARKING LOT PERMITS**

- To the property owner or owner's representative
- To a registered General Contractor

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